



TOWN OF EAST WINDSOR

Request for Proposal

Town of East Windsor
11 Rye Street
First Selectmen's Office
Broad Brook, Connecticut 06016

Sealed Bids are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of East, Windsor, First Selectman's Office.

Date Submitted _____

Bidder: _____

Doing business as (trade name) _____

Street address

Town State Zip Code

Signature and Title

Telephone number

Fax number

Email address

The Town of East Windsor requests proposals from qualified firms to perform an annual audit of all financial records for the fiscal years ending 30 June 2011, 2012, and 2013. Sealed proposals will be received by the office of the First Selectman, 11 Rye Street, Broad Brook, Connecticut 06016 up to:

10:00 a.m. on Friday, 29 April 2011, at which time the proposals will be publicly opened

Notes: Respondents are to complete all requested data in the upper right corner of this page and must return this page with their proposal. No bid shall be accepted from, or contracts awarded to, any person / company who is in arrears to the Town of East Windsor upon debt, or contract or who has been within the prior five (5) years a defaulter as surety or otherwise upon obligations to the Town of East Windsor.

Overview

The Town of East Windsor, Board of Finance is requesting proposals from qualified firms to perform an annual audit of all financial records for fiscal years ending 30 June 2011, 2012 and 2013. Firms must be qualified as certified auditors by the State of Connecticut, Office of Policy and Management, and must meet the independence requirements of Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.

Scope of Services

Audits are to be performed on the basic financial statements of the Town of East Windsor, Connecticut, in accordance with the standards for financial audits contained in "Government Auditing Standards" and the provisions of the Office of Policy and Management, State of Connecticut. The objective of the audit is the issuance of an independent auditor's report concerning whether the financial statements, taken as a whole, are presented fairly, in all material respects, in conformity with generally accepted accounting principles.

The Auditor will assist in the implementation of any new required Governmental Accounting Standards Board statement and/or technical bulletins.

The Auditor will issue reports addressed to the Board of Finance for the years ended 30 June as follows:

- A report on the Town's basic financial statements, required supplemental information (RSI), management's discussion and analysis (MD & A) as well as combining and individual fund financial statements and schedules, schedule of expenditures of federal awards and schedule of state financial assistance based on the audit performed in accordance with Government Auditing Standards to be provided to the Town no later than 23 of December following the June 30th year end.
- A report on the internal control structure based on the audit of the Town's basic financial statements as stated above performed in accordance with Government Auditing Standards, to be submitted within thirty (30) days after completion of the Auditor's report.
- A report on compliance based on the audit of the Town's financial statements performed in accordance with Government Auditing Standards, to be submitted within thirty (30) days after completion of the Auditor's report.
- An independent accountants' report on applying agreed-upon procedures for the State of Connecticut, Department of Education forms ED001 and ED001 PC IAAIA Data Adjustment Form.
- The Auditor will prepare, edit and print reports as required by the Town.

The Auditor will also perform auditing procedures and report on the Town's federal and state financial assistance / awards programs in accordance with the provisions of U.S.

Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments and Non-Profit Organizations, and in conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes (the State Single Audit Act). As part of the auditing procedures, the Auditor will:

- Perform tests of controls to evaluate the effectiveness of the design and operation of internal control policies and procedures;
- Review compliance with laws, regulations, contracts and grants that govern financial assistance / awards programs and are the responsibility of management.

Assistance from the Town

The Finance department staff and management will be available during the audit to assist the Auditor by providing information, documentation and explanations. The Town will prepare confirmations, and will provide clerical support to the Auditor for routine letters and memoranda. Town staff will also provide statements and schedules normally required by the Auditor.

Format of Proposal

Responses to this RFP are due by **10:00 a.m. on Friday, 29 April 2011**, at which time the proposals will be publicly opened, and are to include the following information:

- A. Provide one original, clearly marked as such, and ten (10) copies of your proposal. Proposals must be in sealed envelopes and marked with the RFP reference title, the Audit RFP, due date and time, and firm's name and address. Submit proposals to:

Town of East Windsor
First Selectman's Office
11 Rye Street
Broad Brook, Connecticut 06016
(860) 623-8122
www.eastwindsorct.com

- B. The firm's name, office address and phone number, and a general description of the firm, including number of employees, primary business, other business or services, type of organization (corporation, partnership, etc.), and other descriptive material.
- C. Resumes, qualifications, and relevant experience of personnel to be assigned to this account. Note membership in any professional organizations and any continuing professional education of staff to be assigned to this project. Identify other personnel who will be performing work under the contract.
- D. Provide a complete list of municipal clients, from 2001 to present, and the duration of the contract with each. This list should include contact names, addresses, phone numbers, and email addresses.

- E. Submit a detailed description of the auditing services to be provided, a specific plan for scheduling and completing the work, sample sizes and analytical procedures to be used, and the quality control processes you will use to ensure a high quality audit. Include sample formats for the reports required. Discuss potential problems or concerns associated with the Scope of Services, and the recommended resolutions.
- F. Describe your ability to provide technical support for interpreting and implementing accounting standards related to local governments.
- G. Fee proposal and payment schedule. Note any minimum or maximum fees. Include a schedule of hourly rates and anticipated cost of any reimbursable expenses.
- H. A list of your work currently under contract and your ability to meet time schedules outlined.
- I. Note any resources and assistance you will require from the Town.
- J. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with State regulatory bodies or professional organizations. If your firm has engaged in a recent peer review, include a copy.
- K. Identification and brief description of any current relationships with any other organization that could be a conflict with services performed for these Boards.

In addition to the above requirements, the bidder is encouraged to include other experience, factors, or strengths that would assist the Board in assessing the firm's ability to meet the Town's needs.

Note: The Town of East Windsor is exempt from paying excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices. No exemption certificates are required and none will be issued.

Proposal Review and Selection Process

It is anticipated the selection of a firm will be completed by May 15, 2011. Following the notification of selected firm it is expected an engagement letter will be executed between both parties within 30 days of approval.

Selection Criteria

Selection will be based on the candidate's ability to offer the requested services at a competitive price. Candidate responses will be evaluated based on:

- Responsiveness of the proposal in developing a comprehensive work plan and processes;

- Qualifications, experience and credentials of the professionals assigned to the client;
- Ability to communicate effectively;
- Experience and tenure with other municipal clients;
- Cost.

Additional Criteria

Regulations of Connecticut State Agencies Section 4-114a-3(10) requires agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- The candidate's success in implementing an affirmative action plan;
- The candidate's success in developing an apprenticeship program complying with Section 46a-6j8-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- The candidate's promise to develop and implement a successful affirmative action plan;
- The candidate's submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- The candidate's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises (see CGS31-9e).

Term of Agreement

The term of the agreement will begin in 2011 and extend through fiscal year 2014. The Town of East Windsor reserves the right to renew this contract for two additional two-year renewal periods under the same terms and conditions.

If price adjustments are requested upon renewal, the Auditor must notify the Town of East Windsor ninety (90) days prior to the expiration date.

The Auditor must maintain insurance coverage required by the Town of East Windsor while this contract is in force.

Acceptance Period

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of East Windsor, for a period of ninety (90) days.

Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective firms who have received the RFP documents.

Assignment of Contract

No contract may be assigned or transferred without the consent of the Purchasing Authority.

Insurance Coverage

The successful Candidate will be required to furnish and maintain a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town.

Federal, State and Local Laws

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

Right to Accept / Reject

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF EAST WINDSOR RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF EAST WINDSOR.